



Date: September 19, 2012

Dear Consultant:

The City of Lake Saint Louis is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 5 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 12 pm, 10/09/2012 at

City Clerk  
City of Lake Saint Louis  
200 Civic Center Drive  
Lake Saint Louis, MO 63367

Sincerely,

Terry Rigdon  
Project Manager

<b><i>City of Lake Saint Louis, Project: Civic Center Drive Reconstruction</i></b>	
Federal Aid No.:	Project No. STP-7302(623)
Location:	Civic Center Drive from Lake Saint Louis Blvd to Hwy 40 South Outer Road
Proposed Improvement:	Reconstruction of Civic Center Drive including new sidewalks, bike lanes, retaining wall, storm sewer modifications, and midblock crosswalk beacon.
Length:	.3 miles
Approximate Construction Cost:	\$ 1,300,000
DBE Goal Determination	10%
Consultant Services Required:	<i>The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, subsurface utility exploration, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</i>
Other Comments:	<i>Submit 4 copies of RFQ</i>
Contact:	<i>Terry Rigdon 307 Parkway Industrial Drive Lake Saint Louis, MO 63367 636.695.4221 trigdon@lakesaintlouis.com</i>
Deadline:	<i>October 09, 2012 at 12:00 pm</i>

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence- Max Points 30

Capacity and Capability- Max Points 25

Availability of staff assigned to project to attend project meetings and meet for on-site consultation- Max Points 10

Past Record of Performance- Max Points 25

Outline of consultants QA/QC plan- Max Points 10